



COLLECTORATE: JAJPUR
(Odia Language, Literature & Culture Department)
** District Culture Office, Jajpur**
Email: dcojajpur@gmail.com

No. 136/ CULTURE

Date: 16.02.2026

QUOTATION CALL NOTICE (QCBS MODE)
REQUEST FOR QUOTATION (RFQ) - QCBS SELECTION

Sealed quotations are invited from reputed Event Management Agencies / Cultural Organizations having valid GST registration and PAN for the execution of specific "Intellectual, Cultural, and Promotional Activities" in connection with **Jajati-2026 (Zilla Mahotsav)** scheduled to be held in March 2026.

The selection will be based on **Quality cum Cost Based Selection (QCBS)**. The Technical Assessment (Presentation & Experience) will carry **70% weightage**, and the Financial Quote will carry **30% weightage**.

1. LIST OF PACKAGES:

Package A	Literary & Intellectual Events (Seminars & Kavi Sammilani)
Package B	Inaugural Procession & Baitarani Alati
Package C	Curtain Raiser (Theme Song Launch & Promo Videos)
Package D	Design & Supply of Mementos

2. SUBMISSION PROCEDURE (Two-Cover System):

Bidders must submit two separate sealed envelopes inside a main envelope:

- **Envelope A (Technical Proposal):** Contains Profile, Experience, EMD, and Draft Design/Plan for the event.
- **Envelope B (Financial Proposal):** Contains the Price Quote inclusive of all costs (including GST).

3. CRITERIA FOR TECHNICAL EVALUATION (Total 100 Marks):

Only bidders scoring ≥ 60 Marks in Technical Evaluation shall qualify for opening of Financial Bids.

Sl. Criteria	Max Marks	Documents Required
1 General Profile & Turnover Avg. Turnover of Rs. 20 Lakhs in last 3 FYs.	30	CA Certified Balance Sheet
2 Past Experience in handling similar Govt. Cultural events/Printing.(5 Marks per project, Max 4 projects)	30	Work Orders / Completion Certificates

3	Technical Presentation (The Core Criteria) The bidder must present their Concept, Design, Flow of Event, and Manpower Plan before the Committee. For Printing (Pkg E): Submission of Paper Samples & Print Quality is mandatory.	40	Presentation Slide Deck / Samples
	TOTAL	100	

4. SELECTION FORMULA (QCBS 70:30):

The Final Score (S) will be calculated as:

$$S = (S_t \times 0.70) + (S_f \times 0.30)$$

Where S_t is Technical Score and S_f is Financial Score.

5. KEY DATES:

- **Submission Deadline:** 25.02.2026 by 02:00 PM.
- **Technical Presentation:** 25.02.2026 at 03:00 PM (Conference Hall).
- **Financial Opening:** 25.02.2026 at 4:00 PM.

6. COST OF TENDER PAPER & EARNEST MONEY DEPOSIT (EMD):

To ensure the participation of serious and capable agencies only, the bidder must furnish the following financial instruments along with their Technical Proposal (Cover A):

- a. Bid Processing Fee (Non-Refundable): ₹2,000/- (Rupees Two Thousand Only) in the shape of a Demand Draft drawn in favour of "District Culture Council, Jajpur" payable at Jajpur.
- b. Earnest Money Deposit (EMD) (Refundable): ₹20,000/- (Rupees Twenty Thousand Only) in the shape of a Demand Draft / Banker's Cheque drawn in favour of "District Culture Council, Jajpur" payable at Jajpur.
 - o **Note:** Proposals without the requisite Fee and EMD shall be summarily rejected. MSME/Startups registered in Odisha may claim exemption as per prevailing Govt. norms by submitting valid registration certificates.

7. PENALTY & TERMINATION CLAUSE:

A. Penalty for Delay or Poor Quality: Time is the essence of this contract. The Agency must ensure all arrangements are ready at least 4 hours before the scheduled time of the specific sub-event.

1. **Delay:** In case of any delay in the start of the Procession, Seminar, or Cultural Programme due to the Agency's fault, a penalty of ₹5,000/- per hour will be levied.
2. **Quality:** If the services (Food, Sound, Decor, Print Quality) are found to be substandard, unhygienic, or not as per specifications, the Authority reserves the right to deduct up to 10% of the total billed amount as a

penalty. The decision of the Collector, Jajpur regarding the quality of service shall be final and binding.

B. Cancellation & Termination:

1. **Non-Performance:** If the selected Agency fails to mobilize resources or show satisfactory progress by [3 days before event], the Authority reserves the right to cancel the Work Order immediately, forfeit the EMD, and blacklist the Agency. The work may then be assigned to the next eligible bidder at the defaulting agency's risk and cost.
2. In case of food poisoning or serving stale food, the Agency shall be blacklisted immediately and legal action will be initiated.
3. **Administrative Right:** The Collector & District Magistrate, Jajpur reserves the right to cancel the entire selection process or any specific package at any stage without assigning any reason thereof.

7. Statutory Financial Limit:

As per the provisions of OGFR-2023 (Rule 264-iv) for Limited Tender/Quotation, the total quoted value must strictly be less than ₹25.00 Lakhs (Rupees Twenty-Five Lakhs). Any bid quoting ₹25.00 Lakhs or above shall be summarily rejected as non-responsive.

8. Quality Assurance (Additional Performance Security):

Quality of service is the highest priority for the Mahotsav. If the quoted amount of the successful bidder is significantly lower than the estimated cost (e.g., more than 15% below), the bidder will be required to deposit an Additional Performance Security (APS) before the signing of the agreement. Failure to provide the APS will result in the cancellation of the bid and forfeiture of the EMD.

9. MODE OF SUBMISSION & ADDRESS:

Mode: The proposal must be sent through **Speed Post / Registered Post / Courier Services ONLY**. Proposals received by hand, email, or fax will **not** be accepted. The Authority will not be responsible for any postal delay.

Address for Submission:

To

The District Culture Officer,
District Culture Office, Room No. 10, 1st Floor,
Collectorate, Jajpur, Odisha - 755001.

Superscription: The envelope must be clearly superscribed as: "QUOTATION FOR INTELLECTUAL & CULTURAL SEGMENTS OF JAJATI-2026 (Package No: ____)")"

Sd/-

Collector & District Magistrate, Jajpur

**Detailed SOW (Scope of Work) is attached.*

DETAILED SCOPE OF WORK (SOW)

(To be attached with the RFQ)

Package A: Intellectual & Literary Events (Seminars & Kavi Sammilani)

1. Intellectual Events (Seminars) - 3 Days

- a) **Venues:** Vyasaganar Municipality Town Hall (Day 1) & Gautam Buddha Sanskruti Bhawan (Day 2 & 3).
- b) **Infrastructure:** Stage Backdrop (Flex 20x10ft), Flower Decoration (Podium/Tables), PA system (Cordless Mics + Podium Mic), LED Screen.
- c) **Hospitality:** Supply & Serving of Morning Tea/Coffee & Snacks, Water for Dignitaries.
- d) **Lunch:** Working Lunch (Odia Thali with Veg & Non-Veg) & Supply of Temporary Dining Space for 200 Nos. for Delegates & 20 Nos. Premium Lunch for Guests. **Packet lunch is strictly prohibited.**
- e) **Kits:** Bouquet for the Guests, Event Specific Customized Jute Folder with Pad, Pen & Agenda Brochure for 200 delegates.
- f) **Branding:** Designing, Printing, Supply and mounting of Flex, Banner & Standee at the premises as well as eminent locations in the city.

2. Literary Events (Kavi Sammilani)

- a) **Venue:** Dedicated Hall/Zone at Prasasanika Bhawan Ground.
- b) **Ambiance:** Traditional "Baithak" style seating with white sheets (Chandua), bolsters (Masnad), and floral rangoli. **Plastic chairs on stage are strictly prohibited.**
- c) **Live Music:** Arrangement of professional Tabla and Flute players for background accompaniment.
- d) **Hospitality:** Fresh Rose stick for 120 Poets + Snack Packets & Tea/Coffee.
- e) **Lunch:** Buffet Working Lunch (Odia Thali with Veg & Non-Veg) for 150 participants & Supply of Temporary Dining Space.
- f) **Kits:** Bouquet for the Guests, Event Specific Customized Jute Folder with Pad, Pen & Agenda Brochure for 200 delegates.
- g) **Branding:** Designing, Printing, Supply and mounting of Flex, Banner & Standee at the premises as well as eminent locations in the city.

Package B: Inaugural Procession & Baitarani Alati

1. Inaugural Procession

- a) **Rituals:** The Agency shall coordinate the initial Puja at Maa Biraja Temple. This includes arranging the "Agyan Mala" or "Mashaal" (Ceremonial Torch). Coordination of "Agyan Mala"/"Mashaal" at Maa Biraja Temple and Stage Consecration Puja (Suddhi Kriya) at the ground.
- b) **Logistics:** Management of the ceremonial procession from Maa Biraja Temple to the Mahotsav Ground (Main Stage). Open jeep/Rath strictly decorated with flowers for the Mashaal.
 - o **Deliverables:** Arrangement of Priests (Brahmins), Homa Kunda, and all Puja materials (Ghee, Fruits, Flowers, Cloth, etc.) required for the ritual before the VVIPs arrive.
- c) **Escort:** Deployment of Ghanta Patua, Sankirtan/Paika Akhada troupes.
- d) **Fooding:** High-Quality Breakfast Packets (Dry/Fried items + Water) for 250 Pax.

2. Baitarani Alati

- a) **Infrastructure:** Setup & cleaning at both sides of Dasaswamedha Ghata for morning & evening Alati.
- b) **Consumables:** Supply of Ghee, Oil, Wicks, Camphor, Flowers/Garlands daily.
- c) **Fooding:** Breakfast Packets for 100 Pax/Day for 5 Days.
- d) **Troupes:** Arrangement of traditional Ghanta and Mridangam/Sankirtan troupes for the Alati ritual.
- e) **Payment Clause:** The Agency is responsible for the disbursement of honorarium/payment to the Alati Pandits (Priests) and the Cultural Troupes performing at Pathostav.

Constraint: The rate of remuneration for the Pandits and Troupes will be decided by the District Administration, and the Agency must pay exactly that amount. The Agency must submit the "Acquaintance Roll" (Proof of Payment) signed by the Team Leaders/Artists along with their final bill. Failure to submit this proof will result in the withholding of the final payment.

Package C: Curtain Raiser (Theme Song Launch)

- a) **Objective:** Official Launch of the Jajati-2026 Theme Song and Promo Video.
- b) **Venue:** [To be decided by Authority].
- c) **Tech Requirements:** High-resolution LED Video Wall (minimum 12ft x 8ft) for video premiere; High-Quality Sound System for music playback.
- d) **Decor:** Thematic Backdrop, Lighting of the Lamp setup, floral arrangements.
- e) **Hospitality:** High Tea for approx. 100 guests (Media & Officials).
- f) **Deliverables:** Coordination with Media, Press Kit distribution, and Stage Management.

Package D: Design & Supply of Mementos

The Agency must supply 200 Mementos (**customized, Jajpur's Heritage centric theme**) in the following split:

- a) **Category A (Premium – 10 Nos):** Silver Filigree or heavy Brass Dokra work (Maximum Value approx. ₹3k-4k) – *For Civilian Awards (Jajpur Ratna).*
- b) **Category B (VIP/Seminar Guests – 40 Nos):** Premium Handicraft Artefacts – *For Seminar Speakers & Inaugural Guests.* (Maximum Value ₹2000)
- c) **Category C (Standard – 150 Nos):** Terracotta/Wood craft with box – *For Poets, Artists, and Officials.* (Maximum Value ₹500)
- d) **Uttariyas:** Handloom/Silk Angabastras (200 Nos).
- e) **Planters:** Indoor plants in jute/painted pots (200 Nos).

Sd/-
Collector & District Magistrate, Jajpur